

School Business – October 2, 2020

The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations, as well as our ongoing operations. Please check this site regularly for updates: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services

Recent posts:

- COVID Allotment Policy Manual 2020-21 Updated September 28, 2020
- Schedule of COVID Funds as of September 28, 2020

Required Postings on LEA Websites - LEAs only

The following reports are required to be posted on LEA's websites per G.S.105.25. (c) by **October 15th** and keep it there for at least 3 years:

Expenditure Report with PRC and Object Code Summary

The Division of School Business has posted the reports on our website at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/school-expenditure-data#annual-expenditure-report-by-district-\(lea\)](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/demographics-and-finances/school-expenditure-data#annual-expenditure-report-by-district-(lea)) and LEAs may choose to link to these files to comply with the [legislation](#).

ABC Transfers – Budget Flexibility Report

LEAs are also required to provide the details below for all transfers which increased or decreased the allotment amount by more than 5%:

- The amount of the transfer.
- The allotment category into which the funds were transferred.
- The purpose code for the funds following the transfer.
- A description of any teacher positions fully or partially funded as a result of the transfer, including all subject areas taught by the teacher in that position.
- The educational priorities that necessitated the transfer.

All LEA finance officers should have received an Excel template with the 2019-20 ABC transfers that met the threshold. The template was sent via email to the finance officer listed in EDDIE on Wednesday, September 30, 2020. That email also included PDF file "ABC Transfers Guidelines FY2020" that will help with completing the excel template. The "ABC Transfers Guidelines FY2020" is also found [here](#).

If a district does not have any transfers that increased or decreased the allotment amount by more than five percent, NC DPI believes the district is not required by the legislation to post it. However, for clarity and transparency purposes, these districts may opt to state on their website they have nothing to report for that particular year.

In addition to posting the information on the LEA website, all LEAs are required to complete the template and submit to Michael Ray at the email below by **10/31/2020**. Email Michael.Ray@dpi.nc.gov ASAP if you have not received the template.

SS300 Local Salary Supplements Report - LEAs only

The SS300 Local Salary Supplements Report is due by **October 30, 2020** and is available online by accessing the Financial and Business Services website under "What's New": www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services.

The SS300 Local Salary Supplements Report is completed by LEAs only. The information requested in this report will be the same as it has been in past years. Please begin to gather the information that is needed to complete this report.

Once again, the information will be completed online and the individual submitting the report will need a North Carolina Identity Management identification (NCID) login. If you or your staff need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA NCID administrators is available at: www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection for this report.

For SS300 questions, please contact studentaccounting@dpi.nc.gov.

October PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by **October 26, 2020**.

Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

EC Division Information

MOE Technical Assistance Sessions

The Fiscal Monitors will be offering MOE Technical Assistance Sessions to provide support and answer questions. The dates and links are provided below. No registration is required.

October 5th 1:30 p.m.-2:30 p.m. -

<https://ncgov.webex.com/ncgov/j.php?MTID=m69dfe14949f74b907a932f020c9af338>

Meeting number (access code): 171 537 2809 - Meeting password: kUiYRTMQ525

October 7th 9:30 – 10:30 am -

<https://ncgov.webex.com/ncgov/j.php?MTID=mf4f3a45b3814f5b5d9d718511eb3e522>

Meeting number (access code): 171 853 7077 - Meeting password: PKtKdaZp339

October 12th 1:30 – 2:30 pm -

<https://ncgov.webex.com/ncgov/j.php?MTID=ma2bfe0fdeac0cd09c5c93689da587d02>

Meeting number (access code): 171 861 9206 - Meeting password: 8aXk2t5aNdx

October 14th 9:30 – 10:30 am -

<https://ncgov.webex.com/ncgov/j.php?MTID=ma8cbb8db08ce0f12f45ab7cead5bbbe2>

Meeting number (access code): 171 500 7846 - Meeting password: eaM5q8jC3Dh

October 28th 9:30 – 10:30 am -

<https://ncgov.webex.com/ncgov/j.php?MTID=m248df24b84014f5a2d0f4336fdb9c71b>

Meeting number (access code): 171 012 6464 - Meeting password: bHcYm5rkm57

Reminders

- Innovative Childcare and Remote Extended Support (ICARES) Grant - Applications due **October 5, 2020**
Details are in the September 11, 2020 newsletter. *
- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**
Details are in the August 28, 2020 newsletter. *

* www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter



Public Schools of North Carolina
State Board of Education
Department of Public Instruction